

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-02			Facility Rentals
Approval	D/M/Y	Resolution #	
Adoption	10/07/2017	17.271	
Amended	26/09/2022	22.249	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the rental of Town owned and Joint-Use facilities.

1. Bookings

The booking of all Town owned and Joint-Use facilities shall be the responsibility of the Community Services Manager or designate.

- 1.1** All booking applications must be made online at the Recreation Department website, or at the office of the Community Services Manager.
- 1.2** The Community Services Manager will follow the terms of the Vulcan Joint Use Agreement regarding school use of the facilities between 7:00 a.m. and 4:00 p.m. on school days.

2. Cancellations

- 2.1** Unless specified differently in a policy for the facility, the Community Services Manager requires 48 hours notification of a cancellation or a fee may be applied.
- 2.2** If notification of cancellation is received by the Community Services Manager 48 hours or more prior to the time booked, there shall be no charge for the time cancelled.
- 2.3** Notification of cancellation should be given in writing.

3. User Fee Schedule

- 3.1** A facility user fee schedule shall be established as part the Town of Vulcan Rates and Fees Bylaw, and will be approved by Town Council annually.
- 3.2** The rental fee schedule as outlined in the Vulcan Joint Use Agreement regarding fees for use of Palliser facilities shall apply for the term of the agreement.
- 3.3** The Lodge Hall Society shall establish the rental fee for the Vulcan Lodge Hall.

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4. Rentals

- 4.1** The Town and responsible party for the renter shall have an inspection before and after each function.
- 4.2** Payment for the rental shall be received in full prior to the renter being granted access or keys.
- 4.3** An adequate damage deposit, as established in the Rates and Fees Bylaw or Joint Use agreement shall be required to insure damages and/or clean-up are covered.
- 4.4** Any persons requiring alterations to a building, such as display booths, additional lighting or decorations, shall do so at their own expense.
- 4.5** An agreement shall be drawn up by the Community Services Manager reflecting the above conditions and shall be signed by both parties.

5. Damages

- 5.1** Any group or member of a group causing damage, whether accidental or malicious, to the facility or equipment will be held financially responsible for the repairs or replacement of such damages, and may be fined.
- 5.2** Failure to pay for said damages will result in the termination of further bookings until such payment has been received.

6. Liquor

- 6.1** Consumption of liquor on the premises is strictly forbidden in Town Facilities without a Liquor Permit.
- 6.2** A Liquor Permit shall be the responsibility of the renter to acquire. The Community Services Manager must be supplied with a copy of the liquor permit prior to the event, to be attached to the rental agreement.

7. Cleanup

- 7.1** The facility or area that is being rented must be completely cleaned and put back into the condition that it was in at the time of rental.
- 7.2** If cleanup does not take place the group or organization is subject to the loss of their deposit

8. Rental Agreement

- 8.1** A standard Application for Use and Rental Agreement shall make up Schedule “A” and will form part of this policy.

- END OF POLICY-

**APPLICATION FOR THE USE OF THE
CRC/Lodge Hall/Lewis Ware Pavilion/Arena/Pool**

*This is a request for availability only; you will be notified as to the status of your application.

Name of Organization or
Individual _____

Address _____

Contact Person _____

Contact Number _____ Email _____

Purpose: _____

Liquor Permit Needed: ____ Yes ____ No Permit Received ____ Yes ____ No

Dates Requested: _____ Time: _____ to _____

Deposit Received ____ Yes ____ No

Is your group ____ Commercial ____ Non-Profit ____ Private

I, _____, hereby agree to assume full responsibility for the use of the
designated equipment and facilities outlined above by _____ (organization/person name) on
_____ (date) between the hours of _____ and _____.

Signature

Date

To report concerns with the Facility call Chris Gauthier at 403-485-2554

CRC/Vulcan Lodge Hall/ Lewis Ware Pavilion/Arena/Pool
Agreement for Rental of the Vulcan Recreation Facilities

Name of Facility Requested: _____

Date Requested: _____

Organization: _____

Contact Person _____ Address: _____

Telephone: _____ Fax/Email: _____

TERMS AND CONDITIONS

1. **General-** All organizations wishing to utilize The Town of Vulcan Facilities must adhere to the policies as applied by the Town of Vulcan. A responsible person (coach or supervisor) must be in attendance at all activities. First Aid supplies are for public activities only. It is recommended that each organization carry first aid supplies. All Employees being representatives of The Town of Vulcan have the authority to take necessary action should there be any misbehavior within or abuse to the facility.
2. **Bookings-** No bookings will be considered firm unless an Application for Rental has been completed and deposit received. Organizations are requested to carefully consider their requirements and submit their requests on this form. All events will require a deposit.
3. **Cancellations-** Unless specified differently in a policy for the facility, the Community Services Manager requires 48 hours notification of a cancellation, or a fee may be applied. If notification of cancellation is received by the Community Services Manager 48 hours or more prior to the time booked, there shall be no charge for the time cancelled. Notification of cancellation should be given in writing.
4. **Payment of Rental-** Rent will be charged in accordance with the Rental Rates adopted by the Town of Vulcan for the current season. Rent will be charged from the time activities are scheduled to begin.
5. **Damages-** Any group or member of a group causing damage, whether accidental or malicious, to the facility or equipment will be held financially responsible for the repairs or replacement of such damages. Failure to pay for said damages will result in the termination of further bookings until such payment has been received.
6. **Liquor-** Consumption of liquor on premises is strictly forbidden in Town Facilities without a Liquor Permit.
7. **Cleanup-** The facility or area that is being rented must be completely cleaned (including the Bar-B-Q at the Lewis Ware Pavilion) and put back into the condition that it was in at the time of rental. If cleanup does not take place the group or organization is subject to the loss of their deposit
8. **Dressing Rooms (Iceplex)-** May be used for meetings, etc., if prior arrangements have been made with the Recreation Director or arena staff. All organizations scheduled at the end of the day must be out of the Iceplex at a maximum of 1 hour following completion of their ice time. Any patrons abusing this privilege will be charged one extra hour of ice rental.
9. **Picnic Tables-** Picnic tables can be used at the Lewis Ware Pavilion free of charge with rental. Offsite rentals shall be per table, with transportation of the tables the responsibility of the renter.

I hereby acknowledge that I have read this application and agree to comply to the terms and conditions stated therein.

Applicant: _____

Date: _____

Recreation Department: _____

Date: _____